

Raritan Township - Instructions Regarding Public Notice

Pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-12, and Article IV of the Raritan Township Land Development Code Book, public notice must be provided for any application involving one or more of the following: extension of site plan or subdivision approval for five or more years; modification or elimination of a significant condition or conditions in a memorializing resolution in any situation wherein the original application required public notice, and for any application for development, including variances and conditional use approvals, except the following: conforming minor site plan and minor subdivision applications; appeals from actions/inactions of the Zoning Officer; and requests for interpretation of the zoning ordinance or official map.

The notice must contain the following: the name of the applicable board (Raritan Township Planning Board or Raritan Township Zoning Board of Adjustment); the date, time and place of the public hearing; the street address of the property proposed for development, if the property has a street address, or the property's lot and block numbers as shown on the Raritan Township tax maps; a description of the nature of the matters to be considered, including the type(s) of relief being requested; and the location and times at which the application, maps and documents for which approval is sought can be inspected by the public. **It is very important that the notice describe in as much detail as possible what is being proposed, and that it identify all known variances, exceptions (sometimes called waivers), or other types of relief being sought, so that interested parties can make an informed decision as to whether to seek more information and/or attend the public hearing on the application.**

The Planning/Zoning Department will deem the application complete and schedule the application.

Notice must be provided at least 10 days prior to the date of the public hearing by:

- Publication once in Township's official newspaper (for either Courier News, Star Ledger, or Hunterdon County Democrat) This shall be 10 days prior to the scheduled meeting date.
- Please have the notice typed for the clearest legibility for others to read.
- Hand-delivery or certified mail to all owners of property within 200 feet of the property that is the subject of the application, including property owners in any abutting municipality if the property in question is located within 200 feet of any of the Township's boundary lines.
- Affidavit of service is required for all certified mail sent to the above list. This shall be notarized.
- Once the notice is published in the newspaper, an affidavit of publication is required and shall be notarized by the company.
- Certified mail receipts from the 200' list shall be submitted to the Planning/Zoning Department at least 2 days prior to the meeting. (The smaller, square, green, and white receipt.)

Failure to provide notice at least 10 days prior to the hearing and in accordance with the above requirements will deprive the Board of the ability to hear the application. All applicants are required to file with the Board Administrative Secretary an affidavit of service and proof of publication demonstrating that all of the notice requirements have been met.

A suggested form of notice is attached for the applicant's convenience.

RARITAN TOWNSHIP BOARD OF ADJUSTMENT

NOTICE OF PUBLIC HEARING

TO WHOM IT MAY CONCERN;

In compliance with the New Jersey Municipal Land Use Law, the General Ordinances of the Township of Raritan and the Rules and Regulations of the Raritan Township Board of Adjustment;

PLEASE TAKE NOTICE that on Thursday, _____, 2023 at 7:00 p.m. in Room 160 (Committee / Court Meeting Room) at the Raritan Township Municipal Building, 1 Municipal Drive (Dvoor Circle), Raritan Township, Flemington, New Jersey, the Raritan Township Board of Adjustment will hold a public hearing on the application of the undersigned, at which time and place all interested persons will be given an opportunity to be heard either in person or with an option to be heard electronically in the manner described below.

The premises in question is located in the _____ zone, tax map block(s) _____ lot(s)_____, located at _____ in the Township of Raritan, Hunterdon County, New Jersey.

The applicant is seeking a variance or exception to the Raritan Township Zoning Ordinance so as to permit _____

_____.

Specific relief is requested from Section(s) _____ of the Zoning Ordinance.

The applicant reserves the right to supplement this application and/or seek at the time of hearing such other approvals, interpretations, variances and/or waivers as may be requested or required by the applicant or the Board.

A copy of said application and documents are on file in the Planning and Zoning Office for all interested parties prior to said hearing. Please contact the Board Secretary at 908-806-6102 to arrange accommodations for viewing these files.

THE MEETING WILL BE OFFERED IN PERSON WITH AN OPTION TO PARTICIPATE VIRTUALLY FOR ALL BOARD MEMBERS, INTERESTED PARTIES AND MEMBERS OF THE PUBLIC. TO ATTEND THIS MEETING VIRTUALLY, ENTER THE FOLLOWING LINK ON YOUR COMPUTER OR PERSONAL DEVICE:

<https://us02web.zoom.us/j/2953351895>

Meeting ID: 295 335 1895

IF YOU DO NOT HAVE ACCESS TO A PHONE OR COMPUTER WITH A CAMERA, YOU MAY CALL INTO THE MEETING FOR AUDIO ONLY AT +1 929 205 6099 US (New York), ENTER CONFERENCE ID: 295 335 1895

Date: _____

Typed Name(s) and Signature of Applicant(s)

Mailing Address of Applicant